

SAMPLE LETTER TO
CONTIGUOUS PROPERTY OWNERS AND
APPROPRIATE LOCAL OFFICIALS

Application Tracking Number: XX-NT-XXXX/XXXXXXXXXX
Project:

Dear _____:

(Applicant) has submitted an application to the Nontidal Wetlands and Waterways Division of the Water Management Administration (WMA) for a permit to (project description). The project site is located (project location). The proposed work consists of (complete description of project and project purpose).

Since you are a contiguous property owner or an appropriate local official, you are being notified of the proposed project. Persons wishing to review the plans for this project may contact me at the address listed below. If you have any questions concerning the application, please call me at (telephone number).

Sincerely,

(Applicant)

(Address)

(Telephone)